



MANCHESTER CITY PLANNING BOARD

BY-LAWS AND RULES FOR THE TRANSACTION OF BUSINESS

ARTICLE I - AUTHORITY

The City Planning Board of Manchester, New Hampshire, of Hillsborough County, shall have such rights, powers and duties as are conferred or imposed upon it by the Board of Mayor and Aldermen in accordance with Chapter 674, New Hampshire Revised Statutes Annotated and any amendment thereto.

ARTICLE II - OFFICERS AND THEIR DUTIES

- Section 1.** The officers of the City Planning Board shall consist of a Chairman and a Vice-Chairman and shall be appointed, not ex officio, members of the City Planning Board.
- Section 2.** The Chairman shall preside at all meetings of the City Planning Board and shall have the powers and duties normally conferred by parliamentary usage of that office and such special duties as are further prescribed in these bylaws. In accordance with Robert's Rules of Order, the Chairman may make motions and vote on all questions.
- Section 3.** The Vice-Chairman shall perform all the duties of the Chairman in his absence or disability and such other and further duties as may from time to time be required or requested of him by the City Planning Board.
- Section 4.** In the absence of the Chairman and Vice-Chairman, members present, by majority vote, may select a Chairman pro tem, who will perform all the duties of the Chairman until such time as the Chairman or Vice-Chairman is again present.
- Section 5.** The Planning Director shall keep the minutes and records of the City Planning Board, prepare and distribute the agenda of regular and special meetings, provide notice of meetings to City Planning Board members, arrange proper and legal notice of hearings and meetings, attend to correspondence of the City Planning Board and perform such other duties as are normally carried out by a Secretary.

ARTICLE III - ALTERNATE MEMBERS

- Section 1.** Whenever a regular member of the City Planning Board is absent or disqualifies himself from consideration and action on a matter before the Board, the Chairman shall designate an Alternate, if one is present, who has been appointed in accordance with RSA 673:6, to act in the member's place. That Alternate shall have all privileges accorded a regular member until the Board has completed its consideration of a specific matter for which an Alternate has been designated as a result of a disqualification or, in the event of an absence, until the regular member joins or rejoins the Board or until the meeting is adjourned. The minutes shall note when an Alternate has been designated.

Section 2. Where there is more than one Alternate present at a Board meeting, the Chairman shall designate Alternates to fill vacant positions on a rotational basis or by such other means as the Chairman shall determine. Alternates shall at all times be able to participate in general discussions of the Board.

Section 3. The Alternate designated as the Alternate for the Aldermanic member of the Board by the Board of Mayor and Aldermen shall only serve as the Alternate for the Aldermanic member and shall be the only Alternate to serve in the Aldermanic member's position.

ARTICLE IV - ELECTION OF OFFICERS

Section 1. Nomination of officers shall be made at the annual organization meeting and the election of officers shall follow immediately thereafter.

Section 2. The term of every officer and Chairman elected by the Planning Board shall be one year. Both the Chairman and officers shall be eligible for reelection.

Section 3. A candidate receiving a majority vote of the entire membership of the City Planning Board shall be declared elected.

Section 4. It shall be the policy of the City Planning Board to elect officers in accordance with Chapter 673, New Hampshire Revised Statutes Annotated and any amendment thereto.

Section 5. Vacancies in offices shall be filled at the next regular meeting by regular election procedure.

ARTICLE V - MEETINGS AND CONDUCT OF BUSINESS

Section 1. The Planning Board shall hold at least one regular meeting in each month. Meetings of the City Planning Board shall normally be held on the second and fourth Thursday in each month at a time and place designated by the Chairman unless otherwise specified by the Chairman prior to the second or fourth Thursday. Normally, the meeting on the second Thursday will be for the purpose of and limited to conducting hearings on applications before the Board and the meeting on the fourth Thursday will be for the purpose of considering applications for which a hearing has been held and conducting other business before the Board.

Section 2. The conduct of business will be in accordance with Robert's Rules of Order generally and specifically as described for Boards and Committees.

Section 3. An annual organization meeting shall be held at a regular business meeting and not later than the regular business meeting in May of each year.

Section 4. A majority of the membership of the Board shall constitute a quorum necessary in order to transact business at any meeting of the Board.

Whenever a quorum is not present at a regular meeting, special meeting or hearing, the meeting will be considered adjourned and will be rescheduled to the following Thursday or to such other time and place as the Chairman may deem appropriate.

- Section 5.** Special meetings may be called by the Chairman to consider such matters and at such time and place as he may deem appropriate. It shall be the duty of the Chairman to call such a meeting when requested to do so in writing by a majority of the members of the City Planning Board. The notice of such a requested meeting shall specify the purposes of such a meeting and no other business may be considered except by unanimous consent of those present. The Planning Director shall notify all members of the City Planning Board in writing not less than five days in advance of such requested special meeting.
- Section 6.** The order of business at regular meetings, special meetings or hearings shall be as specified on the agenda. The order of business at regular meetings shall include consideration of the minutes of the previous meeting and make provision for items to be brought under consideration but shall also make provision for new business that any member may introduce.
- Section 7.** At any regular meeting held for the purpose of considering applications for which a hearing has been held and conducting other business before the Board, no one other than Board members, alternates or staff will be allowed to address the Board unless this Section is specifically waived in accordance with Article VIII, Section 1 of these Bylaws.
- Section 8.** Actions shall be taken on the basis of a motion duly seconded made by any member of the Board. The number of votes necessary to transact business shall be a majority of those members present and voting except that no issue is to be considered passed that receives less than three affirmative votes. Any member may request recording of his vote or abstention on any issue or his withdrawal from consideration on any issue with the reason stated therefore, and at the request of any member, the Chairman shall call for recorded roll call vote on any issue.
- Section 9.** All meetings shall be held in accordance with Chapter 91-A, New Hampshire Revised Statutes Annotated, 1955 and any amendments thereto, "Access to Public Records".

ARTICLE VI - COMMITTEES

- Section 1.** Special purpose and study committees as the City Planning Board may from time to time deem necessary in order to conduct its business, shall be appointed by the Chairman and any such committees shall cease to exist when their final report is acted upon by the City Planning Board or at the next annual organizational meeting whichever is sooner.

ARTICLE VII - HEARINGS

- Section 1.** In addition to those required by law, the City Planning Board may at its discretion hold public hearings when it decides that such hearings will be in the public interest. The City Planning Board may, at its discretion, also hold joint hearings with any other land use board in accordance with Chapter 676:2, New Hampshire Revised Statutes Annotated and any amendments thereto. The rules of procedure for joint hearings in matters pertaining to the City Planning Board's jurisdiction shall be the same as those for other hearings held by the City Planning Board.
- Section 2.** Notice of such hearings shall be provided in accordance with applicable State statutes.
- Section 3.** The case before the City Planning board shall be presented in summary by a designated member of the City Planning Board or by any technical employee of the City Planning Board, and parties in interest shall have privilege of the floor. No record or statement shall be recorded or sworn to as evidence for any Court of Law without notice to the parties.
- Section 4.** A record shall be kept of those speaking before the City Planning Board at such hearings.

ARTICLE VIII - AMENDMENTS

- Section 1.** The City Planning Board may suspend any of these rules by a unanimous vote.
- Section 2.** These rules may be amended at any regular or special meeting by a two-thirds vote of the entire membership of the City Planning Board.

These are the Bylaws and Rules for the Transaction of Business as adopted by the City Planning Board at their meeting on May 10, 1973 as amended on October 24, 1985, May 22, 1986, February 12, 1987 and June 14, 1990.

ATTEST: John B. Prentiss
Director of Planning